



# REQUEST FOR QUOTE

## Commercial Sports & Recreational Equipment



Community Development & General Services Department  
971 Wilson Road  
Riverdale, GA 30296  
Tel. # (770) 996-3397  
Fax # (770) 996-9913

## ■ **INTRODUCTION**

The City of Riverdale via the Community Development & General Services Department referred to throughout this document as the 'Department', is soliciting Requests for Quotation ("RFQ") from commercial sports & recreational equipment vendors for the acquisition, delivery and installation of specified commercial sports & recreational equipment itemized within this document.

**Please Note:** Minority-owned and female-owned firms are encouraged to respond to this RFQ.

## **BACKGROUND**

The City of Riverdale is in the process of constructing a community game room located within the City's newly constructed Community Center, which resides in the City's new Town Center.

## ■ **SUBMITTAL INSTRUCTIONS**

- A. The Bidder must carefully examine the requirements and conditions expressed within this document and become fully informed as to the quality and character of the information requested.
- B. Proposals must be received by **3:30 P.M.**, local time, on **Friday, July 2, 2010** and submitted to:

**Douglas Manning – Asst. City Manager  
Commercial Sports & Recreational Equipment  
City of Riverdale  
Community Development & General Services Department  
971 Wilson Rd.  
Riverdale, GA 30296**

- C. All inquiries and questions MUST be in writing via E-MAIL and submitted to the attention of the named individuals listed below:
- Marc Tunick - marct@sizemoregroup.com
- D. **Please Note:** Any proposal received after 3:30 P.M on **Friday, July 2, 2010** WILL **NOT** be accepted.
- E. The Department reserves the right to reject any and all submittals received in response to this RFQ. The Department is under no obligation to award and/or enter into a contract for these services and the consultant selection schedule may be revised at the Department's discretion.
- F. All costs associated with the preparation and submission of the RFQ response shall be borne solely at the expense of the Bidder. The Department shall not be responsible for any costs or expense incurred by the Bidder for the preparation of the RFQ response.
- G. This RFQ and the interview selection processes shall in no way be deemed to create a binding contract of agreement of any kind between the City of Riverdale and the Bidder.
- H. The submitted RFQ response should be responsive to each item in the specific range of issues elaborated within this document. Submission of excessive "boilerplate" information is discouraged, and failure to address all required items or failure to submit all required documents will disqualify an RFQ response from competition.
- I. All Bidders submitting a written response will receive written notice of the award decision.
- J. All submittals and documentation received by the Department shall become the property of the City of Riverdale and will not be returned.

## **SUBMITTALS**

Prepare, complete and submit a Table of Contents, with corresponding tab sheets, which correspond to items (A-I), to identify each section, in the same sequence requested in this document. RFQ responses must meet the requirements of and conform to the submission format and requirements as stated within this document.

- The RFQ response is to include 'One' (1) unbound original and six (6) bound copies.
- Each RFQ response is to be bound and shall not exceed *thirty* (30) pages, on of 8 ½ -inch by 11-inch printed on both sides, no larger than a 12 pt. font. The thirty (30) -page requirement does not include the front cover, or back cover of the document.
- A. Letter of transmittal briefly stating the Bidder's understanding of the services to be done and how they propose to meet the specifications. An official authorized to negotiate for the Bidder must sign the letter of transmittal.
- B. Prepare, complete the enclosed Bidder's Disclosure Form and Questionnaire marked (Attachment A)
- C. Business Identification Form marked (Attachment B)
- D. Supply the name(s) of the person(s) who will be authorized to make decisions and speak as a representative of the Bidder, their titles, addresses and telephone and facsimile numbers.
- E. Provide a description of the Bidder's special capabilities, techniques or resources that can be contributed to this assignment. Of special interest is the City's desire to be informed regarding the Bidders experience in the area of supplying recreation sports equipment services.
- F. Prepare, complete and submit the enclosed schedule of 'Business References' marked (Attachment C). References are subject to verification by the City and will be utilized as part of the evaluation process.
- G. Prepare, complete and submit 'Pricing Matrix' marked (Attachment D)
- H. The successful Bidder must provide proof of insurance as a requirement of this document. The requested requirements are listed and are enclosed as part of this packet.
- I. Information of prior liability, including but not limited to: (1) state whether the Bidder, or any prior parent company, subsidiary or owner of the Bidder, has ever filed a petition in bankruptcy, taken any actions with respect to insolvency, reorganization receivership, moratorium, or assignment for the benefit of creditors, or otherwise sought relief from creditors and, if so, explain the circumstances; (2) state whether the Bidder has had a contract terminated due to the quality of its work and, if so, explain the circumstances; and (3) state whether the Bidder ever been cited by any governmental agency and, if so, state the date of citation, reason for citation and the amount of *any* fine paid.

## ■ **SELECTION PROCESS**

An Evaluation Committee will review all RFQ responses received and may request oral presentations from the Bidders when establishing the priority list. Once chosen, the successful Bidder shall then be required to negotiate the final terms and conditions of a contract and provide all documentation required. This solicitation is not a competitive bid and there will not be a formal public bid opening.

In the event the successful Bidder does not execute the contract as herein required, the award of the contract may then be made to another Bidder or the City may decide to call for new bids.

## **GENERAL CONDITIONS**

1. The City reserves the right to cancel any contract if and when it feels services rendered are unsatisfactory. The City shall be the sole judge in this matter.
2. The Department reserves the right to charge the Bidder with any, all costs incurred or retain/deduct the amount of such costs incurred from any monies due, or which may become due under this contract.
3. All prices and costs, outlined in the Bidder's RFQ response shall remain fixed and valid for acceptance for ninety (90) calendar days starting on the due date of the bid.
4. The price quoted shall include all labor, materials, equipment, and other costs necessary to fully complete the services in accordance with specifications of this RFQ.
5. The Bidder shall furnish all supervision, technical personnel, labor, materials, tools, equipment and services, including utility and transportation services, and perform and complete all work as described within the enclosed attachment.

## ■ **Award of Contract**

The award of the contract, if it is awarded, will be to the most responsive, responsible Bidder whose qualifications indicate the award will be in the best interest of the City and whose RFQ response shall comply with the requirements detailed within this document.

All contracts negotiated by the Committee shall be subject to final approval by the City Council.

Immediately after the notice of award, the successful Bidder shall begin planning in conjunction with the City's staff to insure fulfillment of all obligations.

### ■ **Right to Reject**

The City Council reserves the right to waive irregularities, reject and/or accept any and all proposals, in whole or in part, or take other such action as serves the best interests of the City.

Any work found to be in any way defective or unsatisfactory shall be corrected by the Bidder at his/hers own expense at the order of the Department. The Department also reserves the right to contract out services not satisfactorily completed and to purchase substitute services elsewhere.

### ■ **Execution of Contract**

Selected Bidder will be required to execute a Standard City Contract within ten (10) days after notification by the City that contract is available and thereafter comply with the terms and conditions contained therein. No contract shall be considered binding upon the City until it has been properly executed.

## SCOPE OF WORK

**Please Note:** The equipment needs to be delivered between **August 15-20, 2010** and installed and fully operational no later than **August 30, 2010.**

### Schedule of Requested Equipment

Quantity Requested	Description of Item Requested
1	<b>Volleyball Net and Posts – “Draper”</b> <ul style="list-style-type: none"> <li>• Single Court System- 500021- Telescopic Standards – One pair of uprights. A power winch is located on the outside of one post. Second upright is equipped with an adjustable cable anchor collar.</li> <li>• Power Volleyball Net— Model # - 500004 One each</li> <li>• Rope Tensioner— Model # 500005 One each</li> <li>• Combination Antenna/Boundary Markers— Model # 500016 One pair</li> </ul>
6	“Spalding” - Volleyballs
8	High School “Spalding” Regulation Basketballs
4	Junior “Spalding” Basketballs
4	<b>Team Benches – “Blackless”</b> <ul style="list-style-type: none"> <li>• 16FT Long</li> <li>• Heavy-Duty Aluminum</li> <li>• Safety End Caps</li> <li>• Rubber Feet</li> </ul>
1	<b>Heavy Duty Commercial Indoor Tennis Table</b> <ul style="list-style-type: none"> <li>• Color - Blue or Green</li> <li>• 22mm Tournament Edge Banded Top</li> <li>• 2” Square Steel Legs</li> <li>• 2” x 1” Steel Support Apron</li> <li>• 50mm Metal Frame</li> <li>• Double Anti-Tilting Device</li> <li>• 4” Casters with Ball Bearings and Brakes</li> <li>• Height Adjustment Devices on Outside Legs</li> <li>• Fold-Up And Storage Position</li> <li>• Posts &amp; Net Included</li> </ul>
2	<b>Seven Foot - Heavy Duty Commercial Pool Tables</b> <ul style="list-style-type: none"> <li>• 3 5/8” Laminate Top Rails with Full Profile K66 Nose Rubber</li> <li>• Deep “Green” Wool Blend Cloth</li> <li>• Metal Frame Rails</li> <li>• Internal Drop Pockets with Chrome Corner Caps</li> <li>• Reinforced Pedestal Style Legs w/ Chrome Levelers</li> <li>• Slate Playbed</li> </ul>

	<ul style="list-style-type: none"> <li>• Accessory Kit Included (4Cue Sticks, Stick Rack, 2 Set of Balls, 2 Triangles, 2 Bridge Sticks, 2 Brushes, 2 - Chalk sets)</li> </ul>
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## Schedule of Requested Equipment

Quantity Requested	Description of Item Requested
2	<p><b>Basketball Scoreboards – Large Gym</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Overall Dimension:</b> 2'H X 6'W</li> <li><input type="checkbox"/> <b>Info Displayed:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Game Time, Home &amp; Guest Score, Period, Fouls, Dbl Bonus. Possession</li> </ul> </li> <li><input type="checkbox"/> <b>Digits:</b> Bright Red and Amber, 7-Segment LEDs</li> <li><input type="checkbox"/> <b>Game Time:</b> 10" High Red Digits, Shall register 0:00 - 99:59, 1/10 second capable</li> <li><input type="checkbox"/> <b>Score:</b> 8" High Amber Digits, Shall register 0 - 99</li> <li><input type="checkbox"/> <b>Period:</b> 8" High Amber Digits, Shall register 1 - 4</li> <li><input type="checkbox"/> <b>Possession:</b> Indicated by 2" Red LED indicators</li> <li><input type="checkbox"/> <b>Bonus/Double Bonus:</b> Indicated by 2" Amber LED Indicators</li> <li><input type="checkbox"/> <b>Captions:</b> White vinyl letters</li> <li><input type="checkbox"/> <b>Construction:</b> 5" extrude aluminum frame, .093" thick</li> <li><input type="checkbox"/> Face Panels made from shatter resistant polycarbonate</li> <li><input type="checkbox"/> Wide viewing angle</li> <li><input type="checkbox"/> <b>Electronics:</b> 100% solid state, microprocessor controlled system</li> <li><input type="checkbox"/> <b>Servicing:</b> Front access for ease of servicing. Plug in modules for ease of replacement</li> <li><input type="checkbox"/> <b>Microprocessor Control Console:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Extruded Aluminum, high impact low profile microprocessor control console</li> <li><input type="checkbox"/> Size: 13.25" W X 5" H X 9" D</li> <li><input type="checkbox"/> Weight of Control Console: 6lbs</li> <li><input type="checkbox"/> Microprocessor to be supplied with 25ft of cable (hardwire) not included</li> <li><input type="checkbox"/> Microprocessor control console with membrane keyboard. Radio Control is available.</li> </ul> </li> <li><input type="checkbox"/> <b>Junction Box:</b> One junction box with 5" X 3" cover and plug (Hardwire)</li> <li><input type="checkbox"/> <b>Data Cable:</b> Twisted pair, direct burial, RJ45 Connectors</li> <li><input type="checkbox"/> <b>Power Requirements:</b> 120VAC, minimum one 20A circuit is recommended</li> <li><input type="checkbox"/> <b>Installation:</b> May be mounted to nearly any wall surface</li> <li><input type="checkbox"/> <b>Weight of Scoreboard:</b> Net 65lbs / Shipping weight 140lbs</li> <li><input type="checkbox"/> <b>Warranty:</b> Five year guarantee against defects in materials and workmanship. Factory repair service parts in warranty. Union label.</li> </ul>



Quantity Requested	Description of Item Requested
1	<p><b>Portable Electronic Scoreboard</b></p> <ul style="list-style-type: none"> <li>• 14 inches H x 35 inches W x 4.75 inches deep</li> <li>• Weighs 20 pounds</li> <li>• Extruded aluminum cabinet</li> <li>• Acrylic face panel</li> <li>• High-impact ABS back panel</li> <li>• Built-in locking storage compartment</li> <li>• Retractable carrying handle</li> <li>• Automatically sounds for 2 seconds at the end of each period</li> <li>• Sound can be activated manually</li> </ul> <p>Control Console:</p> <ul style="list-style-type: none"> <li>• 5.25 inches H x 7.5 inches W x 2.25 inches deep</li> <li>• 12V system</li> <li>• Audible feedback</li> <li>• Entry verification</li> <li>• LCD monitor</li> <li>• Displays game time and scoring</li> <li>• 25 foot retractable data control cable</li> <li>• Spill Proof membrane keyboard</li> </ul>
1	<p><b>Electronic - Basketball - Possession Indicator</b></p> <ul style="list-style-type: none"> <li>• Red illuminated arrows</li> <li>• 4" aluminum cabinet enclosure</li> </ul>
2	<p><b>Portable Basketball Goals – “Draper” - Competition Portable System – Model # 503008</b></p> <ul style="list-style-type: none"> <li>• Blackboard Padding Color – Black</li> <li>• Base &amp; Post Padding Color is to be selected by architect</li> </ul>

Quantity Requested	Description of Item Requested
<b>Electronic Video Games &amp; Consoles</b>	
1	Nintendo Wii (w/ 4 wireless controllers)
1	Sony Playstation 3 Console 120G – Hard Drive - Sony (w/ 4 wireless controllers)
1	Intec PS3 Quad Controller Charging Station
1	Microsoft – X Box 360 – Elite 120GB Hard Drive (w/ 4 wireless controllers)
2	Microsoft – X Box 360 – Elite Controller Charging Station

## INDEMNIFICATION AND INSURANCE REQUIREMENTS

### INDEMNIFICATION

- A. The Bidder will defend at the Bidder's sole expense, indemnify and hold harmless the City of Riverdale, its officials, employees, agents, servants, representatives and assigns from and against any and all liability damages, losses, expenses, claims, demands, suits, actions, judgments, bodily injuries or sicknesses to any person, or damage, destruction or loss of use of any property arising out of or related to the services provided by the vendor and/or caused by the vendor's negligence or willful misconduct.
- B. This indemnification obligation includes paying the City's attorney's fees and costs in defending or responding to any such claim, demand, suit, action, judgment, etc.

### INSURANCE REQUIREMENTS

- A. The Bidder will be required to provide *Certificates Of Insurance* showing that it carries, or has in force, automobile liability insurance, commercial general liability insurance, professional liability insurance and workers' compensation insurance. Limits of liability for automobile liability insurance shall be, at a minimum, \$1,000,000.00 combined single limit. Limits of liability for commercial general liability insurance shall be, at a minimum, \$1,000,000.00 per occurrence, \$1,000,000.00 personal and advertising injury, \$1,000,000.00 general aggregate and \$1,000,000.00 products/completed operations aggregate. Commercial general liability insurance will include coverage for contractually assumed liability.

Limits of liability for professional liability shall be, at a minimum, \$1,000,000.00 per occurrence or claim and \$1,000,000.00 aggregate. If commercial general liability coverage and/or professional liability coverage is on a claims-made basis, the vendor will maintain coverage in force for a period of two (2) years following completion of the work specified in the agreement. Workers' compensation insurance shall provide statutory workers' compensation coverage and employers' liability coverage with limits of, at a minimum, \$500,000.00 each accident, \$500,000.00 disease - each employee and \$500,000.00 accident, \$500,000.00 disease policy limit.

- B. All certificates of insurance shall provide the City of Riverdale, Georgia (City) with thirty (30) days written notice of cancellation of any of the coverage areas named in said certificate.
- C. The City will be named as additional insured under the vendor's commercial general liability, professional liability and automobile insurance policies.
- D. The Bidder shall require certificates of insurance from subcontractors. Subcontractors will carry limits of insurance equal to or greater than those carried by the Bidder. These certificates shall evidence waivers of subrogation in favor of the Bidder and the City, and shall be made available to the City.

**Bidders's Disclosure Form And Questionnaire**

(Your Letterhead)

1.
  - a. Please provide the names and business addresses of each of the Bidder's officers directors, affiliates and other employees, agents or representatives. For the purposes of this form, the term "affiliate" of any Bidder shall mean any person or entity which directly or indirectly controls or is controlled by, or is under common control with such Bidder. "Control" means the possession, directly/indirectly, of the power to director cause the direction of the management and policies of a person or entity, whether through ownership of voting securities, by entreat, or otherwise.
  - b. Describe accurately, fully and completely, all affiliates respective relationships with said Bidder, including their ownership interests and their anticipated role in the management and operations of said Bidder.
  - c. Please describe the general development of the Bidder's business during the past five (5) years.
  - d. Please state whether any of the following events have occurred in the last five (5) years with respect to said Bidder. If any answer is yes, explain fully the following.
- Whether a petition under the federal bankruptcy laws or state insolvency laws was filed by or against said Bidder, or a receiver fiscal agent or similar officer was appointed by a court for the business or property of said Bidder.

- Whether the Bidder was subject of any order, judgment or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Bidder from engaging in any type of business practice or otherwise eliminating any type of business practice.
  - Whether said Bidder's business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to said Bidder. If so, please explain fully.
- e. Please state whether any employee, agent or representative of said Bidder who is or will be directly involved in the Subject Project has or had within the last five (5) years; (i) directly or indirectly had a business relationship with the City of Riverdale, (ii) directly or indirectly received revenues from the City of Riverdale or (ii) directly or indirectly receives revenues from the result of conducting business on City of Riverdale property or pursuant to any contract with the City of Riverdale. Please describe any such relationship.
- f. Please state whether any employee, agent or representative of said Bidder, who is or will be directly involved in the Subject Project, has or had within the last five (5) years a direct or indirect business relationship (to the best of your knowledge and belief) with any elected or appointed City official or with any City employee, and fully describe such business relationship.

**NOTE:** Failure to provide required disclosure, submit officially signed and notarized documents or respond to any and all information required by the City of Riverdale can result in the Submittal Packet declared as non-responsive. This document must be completed and included as a part of the proposal package along with other required documents.

Under penalty or perjury, I declare that I have examined this questionnaire and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2010

\_\_\_\_\_  
(Legal Name of Bidder) (Title) (Date)

\_\_\_\_\_  
(Signature of Authorized Representative) (Date)

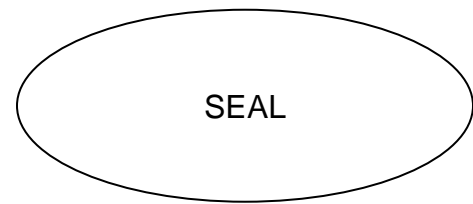
\_\_\_\_\_  
Title

Sworn to and subscribed before me,

This \_\_\_\_\_ day of \_\_\_\_\_ 2010

\_\_\_\_\_  
(Notary Public)

Commission Expires \_\_\_\_\_ (Date)



**BUSINESS IDENTIFICATION FORM**  
**(Your Letterhead)**

**Please answer all questions. Attach additional sheets as necessary.**

1. \_\_\_\_\_  
Name of the firm under which you do business:
  
2. \_\_\_\_\_  
Permanent main office address:  
  
\_\_\_\_\_  
City State Zip Code
  
3. \_\_\_\_\_  
Phone No.: Fax No.
  
4. \_\_\_\_\_  
E-Mail Address
  
5. Type of organization: (Check all applicable)  
  
☐ Individually-Owned      ☐ Partnership      ☐ Corporation  
  
☐ Non-profit      ☐ Private      ☐ Public      ☐ Joint Venture  
  
☐ Minority Owned      ☐ Female-Owned
  
6. If a corporation, enter the date of incorporation and the state in which incorporated:  
  
\_\_\_\_ Date: State: \_\_\_\_\_
  
7. Identify number of employees: \_\_\_\_\_



8. Enter the number of years you have been in business under the present firm name:\_\_\_\_\_

9. \_\_\_\_\_  
Enter any other names your firm has done business under.

\_\_\_\_\_  
Indicate the dates, locations and number of years for each:

10. Identify name, title and telephone no. of person(s) in your organization authorized to negotiate and bind the Bidder' to a contract.

a. \_\_\_\_\_  
Name Title Tel #

## Schedule of References Form

(Your Letterhead)

<b>Requested Item</b>	<b>Comments</b>
Name of Company	
Name of Contact Person	
Address	
# Yrs Contracted	
Tel. #	
<b>Requested Item</b>	<b>Comments</b>
Name of Company	
Name of Contact Person	
Address	
# Yrs Contracted	
Tel. #	
<b>Requested Item</b>	<b>Comments</b>
Name of Company	
Name of Contact Person	
Address	
# Yrs Contracted	
Tel. #	
<b>Requested Item</b>	<b>Comments</b>
Name of Company	
Name of Contact Person	
Address	
# Yrs Contracted	
Tel. #	
<b>Requested Item</b>	<b>Comments</b>
Name of Company	
Name of Contact Person	
Address	
# Yrs Contracted	
Tel. #	

# ATTACHMENT - D

## BID SUBMISSION FORM

(Your Letterhead)

NAME OF PROPOSING FIRM:

\_\_\_\_\_

MAILING ADDRESS OF PROPOSING FIRM:

\_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP+4: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Item #	Item Description	Unit Price	Total Price
1	Volleyball Net And Posts		
2	"Spalding" - Volleyballs		
3	High School "Spalding" Regulation Basketballs		
4	Junior "Spalding" Basketballs		
5	Folding Team Benches		
6	Heavy Duty Commercial Indoor Tennis Table		
7	Seven Foot - Heavy Duty Commercial Pool Tables & Accessories		
8	Basketball Scoreboards – Large Gym		
9	Portable Electronic Scoreboard		
10	Electronic - Basketball - Possession Indicator		
11	Portable Basketball Goals (H.S. Regulation)		
12	Portable Basketball Goals		
13	Electronic Video Game Consoles & Accessories		

**FEE AMOUNT PROPOSED:** \$ \_\_\_\_\_

X \_\_\_\_\_

SIGNATURE OF AUTHORIZED REPRESENTATIVE OF RESPONDING FIRM

DATE

\_\_\_\_\_  
TYPED/PRINTED NAME OF AUTHORIZED REPRESENTATIVE OF RESPONDING FIRM